

September 11, 2003

WEST VIRGINIA BULLETIN NO WV360-3-15

**SUBJECT: PER – Performance Award Nomination Procedures and
Due Dates**

**Purpose: To notify all employees of recognition procedures and
deadlines for FY-2003 performance awards.**

Expiration Date: This bulletin expires after contents are noted.

Action Requested By: October 10, 2003

**The following outline details procedures to follow when recognizing staff
members for their excellent accomplishments to the agency mission in
FY-2003:**

1. OUTSTANDING PERFORMANCE AWARDS

**The employee performance rating system is not designed to describe any
positive performance other than “Results Achieved.” However, this is
not to deter us from recognizing and nominating employee who have
performed their duties with outstanding results. I will conduct this
award in the traditional manner.**

- (a) Prepare and submit to my office your nominations for
Outstanding Performance by Friday, October 10, 2003. I am
available to discuss your consideration of nominations before
you prepare your justification if you wish.**
- (b) Outstanding performance nominations can only be received
from the nominee's supervisor and are determined solely by
the State Conservationist. This must be completed prior to
discussion of individual rating with the employee.**
- (c) Written justifications are to follow the outline given in
Appendix C, USDA Guide for Employee Recognition.**

2. ALL OTHER CASH AWARDS

For FY-2003, all other awards will be grouped into a single category. All employees may participate in preparing nominations for consideration. You may nominate employees you supervise, or any other staff member(s) whose contributions to the mission of our agency you are aware of and you believe are worthy of recognition. Procedures for this category are:

- (a) Prepare written justification as outlined in Appendix C, USDA Guide for Employee Recognition. You may nominate an individual employee or workgroup of staff members.**
- (b) Similar to the Outstanding Performance Award, a Cash Award for Superior Performance can only be nominated by the employee's supervisor. All other cash awards may originate with any employee. Employees may not nominate their supervisors.**
- (c) Submit your nomination to the employee's supervisor. If the supervisor concurs, submit through appropriate channels. Supervisors are to comment on nominations they receive for the purpose of providing clarification and strength to the substance of the written justification. If necessary, the nomination writer should be given an opportunity to revise the nomination with information from the supervisor.**
- (d) All nomination write-ups (with the exception of Outstanding) are to be received by Larry Sargent, Human Resources Manager, by close of business Friday, October 10, 2003. Larry will coordinate the process of receiving comments from the appropriate Principal Staff and Assistant State Conservationists. The Assistant State Conservationists and Principle Staff Members are to provide their comments and return all information to Larry by close of business Friday, October 24, 2003. The nominations will be prepared for review by the Awards Committee.**
- (e) The Awards Committee will provide me with recommendations for each nomination. All recommendations are required to have full consensus of the committee. Nominations without consensus are determined solely by the State Conservationist.**
- (f) Those who nominate and those who comment on nominations are responsible to maintain complete confidentiality. If you have a strong feeling about a nomination and its written**

justification, please limit your discussion with the appropriate Principle Staff member or myself.

3. CAREER SERVICE HONORS

The Awards Committee will recognize all employees for years of service of 10, 20, 25, 30, 35 and 40 years.

4. EQUAL OPPORTUNITY – CIVIL RIGHTS AWARD

This award is administered by the CR Committee and its advisor. Please prepare your nomination according to Appendix C, USDA Guide for Employee Recognition and forward to Larry by Friday, October 10, 2003 for the CR Committee's review.

5. EMPLOYEE RECOGNITION MEETINGS

Special funding of award meetings will not be provided this year. Each administrative area and staff office staff is to distribute this year's awards at regularly scheduled staff meetings prior to the end of the calendar year.

All employees who receive a "Results Achieved" rating are eligible for recognition, I remind all supervisors of their responsibility to recognize exemplary work by the staffs, and I encourage all employees who have witnessed an excellent, mission-oriented accomplishment to recognize the excellent work by submitting their nomination.

Be diligent to follow-up on your nomination. Consider the necessary comment time your nomination will require prior to being received by the Human Resources Office and plan accordingly. The date deadlines are to ensure timely preparation and processing of cash awards. Late nominations cannot receive consideration.

If you need any clarification of recognition issues, please contact Larry Sargent at (304) 284-7599.

/s/

**LILLIAN V. WOODS
State Conservationist**

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